



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
1

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|---|---|--|--|
| 1. Application Date November 6, 1972 | INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer. | FOR RECORDS MANAGEMENT DIVISION USE | |
| 2. Agency Application No. 37 | | Date Received NOV 29 1972 | Application No. 397 DEC 4 1972 |
| 3. AGENCY, Division, Subdivision & Administering Office Address Georgia Department of Agriculture Animal Industry - Animal Disease Eradication Section 19 Hunter Street S.W. Atlanta, Georgia 30334 | | 4. Person to Contact Dr. James Andrews | 5. Working Title State Veterinarian |
| | | 6. Tel. No. 656-3667 | |

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest
Dates of Series
1956 to Date

9. Exact Series Title
Swine Herd Laboratory Test Files

10. What is the function of the office in which this record series is created?

The Section administers the Livestock Health Rules and Regulations pertaining to Herd Accreditation, Herd Certification, and Validation. It records tests for Tuberculosis and Brucellosis in cattle, and brucellosis in swine; receives affidavit from herd owners requesting certification, registration of validation thru owner's Veterinarian; evaluates affidavit for certification, accreditation and/or validation- if qualified issues certification, accreditation, and/or or validation; inspection of herds for re-certification, re-accreditation, and/or re-validation - if qualified issues re-certification, re-accreditation, and/or re-validation certificates on selected anniversary date each year after first qualification.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to Swine Herd Laboratory Tests
Included are:

Brucellosis Test Record - ANH 4-33
Veterinarians Application to Perform Services - BD-15
Permit to Move Disease Animals - Form Ga. 27
Correspondence
Quarantine Certificate (no number) and Quarantine Release (Letter-no number)

Files are arranged alphabetically by Farm or by Owner.

ATTACH SAMPLES OF THE FILE

| | | | | | |
|--------------------------|----------------|--------------------|------------------------------------|------------------|--------------------|
| 12. EQUIPMENT OCCUPIED | No. of Drawers | Cu. Ft. of Records | ANNUAL RATE OF ACCUMULATION | No. of Drawers | Cu. Ft. of Records |
| Letter-size File Drawers | 6 | 9 | | 1/2 | 1 |
| Legal-size File Drawers | | | Floor Space Occupied (Square Feet) | In Office(s) | In Storage Area(s) |
| | | | | | |
| | | | | This Year's | Last Year's |
| | | | | Preceding Year's | All Prior Years' |
| | | | AVERAGE DAILY REFERENCES | 2 | 1 |

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

- | | YES | NO |
|---|-------------------------------------|-------------------------------------|
| 13. Is this the Record Copy of the series? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 14. Is there a duplication of this series in another office or agency? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 16. Does the series contain classified information requiring security handling? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 17. Does the series initiate, amend or terminate agency policies and procedures? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 18. Could the function be performed if the files were lost or destroyed? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 20. Does the record series provide data as input to an EDP file? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 21. Does the record series contain documentation produced as EDP printout? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 22. Has the Federal Government issued instructions governing the retention/disposition of these files? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 23. <u>Files necessary until Owner goes out of business.</u> Will there be a need for these records 10, 15 years from now? If yes, what? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

24. **REQUIREMENTS.** The following requires the files to be kept Indefinite years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☐ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

Records necessary to establish history of disease of swine herds.

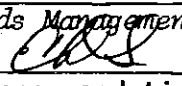
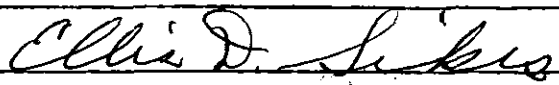


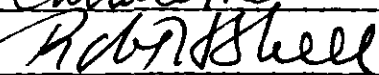
25. **AGENCY RECOMMENDATIONS.** This agency recommends that the file series be cut off at the end of each - ☐ CALENDAR YEAR - ☐ FISCAL YEAR - ☐ OTHER See Below, then:

- ☐ Hold in the current files area _____ month(s)/ _____ year(s):
☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold _____ year(s):
☐ Destroy.
☐ Transfer to State Archives for permanent retention.
☐ Destroy immediately after cut-off.
☐ Other: (Specify)

Cut off the active files at the end of each calendar year. Hold in the Current Files area for 2 years; then, transfer to State Records Center, hold 5 years; then, destroy.

See Attached Maintenance Instructions

(Indicate briefly rationale for recommendations above/or write additional remarks):

| Records Management Officer (Signature) | Date | OTHER REQUIRED SIGNATURES | DATE |
|---|--|--|----------|
|  | 11-6-72 | | |
| 26. Recommendations in paragraph 25 are: | Agency Head/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved |  | 11-6-72 |
| | State Auditor/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved |  | 11-29-72 |
| | Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved |  | 11-24-72 |
| | Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved |  | 12-1-72 |

STATE RECORDS
COMMITTEE